**How to run an Exploring Zero Tolerance event online**

The guide sets out how East Sussex Fire and Rescue Service ran this session. Feel free to adapt it to suit your needs.

Please contact [Elizabeth.curtis@esfrs.org](mailto:Elizabeth.curtis@esfrs.org) if you would like any additional information or support.

**Aims of the event:**

* To provide a safe space for conversation and questions
* To capture key points which can be fed into other work
* To help you all become more confident in talking about this with colleagues

**Roles**

* Lead facilitator – to do introductions, present the findings from the survey, ensure questions are answered
* Key speaker – to set out the concept of Prevention, Protection, response
* Group facilitators – able to run break-out sessions, take notes and feedback.

All those involved were given a short briefing on what was expected of them and a copy of the presentation and survey results.

**Invitation/publicity**

The text below was added to Eventbrite and tickets placed on sale. The invitation was shared via email and internal communications channels as well as through regional/nation links.

*Exploring Zero Tolerance*

*We all want our colleagues to feel supported, safe and secure at work and the impact of unacceptable behaviour, whether bullying, harrassment, assault or abuse, is hugely damaging.*

*"We have a zero tolerance approach" is a phrase often used but what does this look like in reality? This session aims to explore how we can work together.*

*We'll discuss how we can help stop unacceptable behaviour happening in the first place, and, if it does happen, what action can be considered to stop things getting worse or happening again.*

*B﻿e ready to get involved in the discussion and be part of the solution!*

Information on how to join was sent out to attendees via Eventbrite. This included a link to the survey mentioned below and a contact number for any issues.

A follow up/reminder email was sent around a week later to ensure the information had been received and to share the findings of the survey so far.

**Pre-event survey**

The following questions were sent to those who signed up to the event using SurveyMonkey around 10-14 days before the session.

1. What does Zero Tolerance mean to you?
2. How we can help stop unacceptable behaviour happening in the first place?
3. If unacceptable behaviour does happen, what action can be considered to stop things getting worse or happening again?

The results were copied into a Word Document and circulated as part of the reminder mentioned above.

They were reviewed to identify key ideas, words and phrases.

A free Word Cloud generator was used to create a more visually interesting slide.

Examples include:

* <https://wordart.com/>
* <https://monkeylearn.com/word-cloud/>

**On the day**

Those involved in hosting/facilitating joined the online meeting earlier than the delegates to check technology and have a final run through.

**After the event**

* Gather feedback from the breakout sessions and update the previously circulated survey results
* Ask for feedback on the event – what went well and what didn’t.